

List of ITEC/SCAAP Empanelled Institutes

Accounts, Audit, Banking and Finance Courses

01. Institute of Government Accounts and Finance - New Delhi
02. International Center for Information and System Audit -
Noida
03. National Institute of Bank Management - Pune

IT, Telecommunication and English Courses

04. Aptech Limited - New Delhi
05. Centre For Development of Advanced Computing - Mohali
06. Centre For Development of Advanced Computing - Noida
07. Centre For Excellence in Telecom Technology and Management -
Mumbai
08. CMC Ltd. - New Delhi
09. English and Foreign Languages University - Hyderabad
10. NIIT Ltd - New Delhi
11. UTL Technologies Ltd. - Bangalore

Management Courses

12. Administrative Staff College of India - Hyderabad
13. Institute of Applied Manpower Research - Delhi
14. International Management Institute - New Delhi

SME/Rural Development Courses

15. Entrepreneurship Development Institute of India - Ahmedabad
16. National Institute of Entrepreneurship and Small Business Development
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NOIDA
17. National Institute for Micro Small & Medium Enterprises - Hyderabad
18. National Institute of Rural Development - Hyderabad

Specialized Courses

19. Bureau of Parliamentary Studies and Training - New Delhi
20. Human Settlement Management Institute - New Delhi
21. Indian Institute of Mass Communication - New Delhi
22. International Statistical Education Centre - Kolkata
23. National Crime Records Bureau - New Delhi
24. National Institute of Training for Standardization (Bureau of Indian Standards)
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NOIDA
25. National Institute of Technical Teachers Training and Research -
Chennai

26. National University of Educational Planning and Administration - New Delhi
27. Rafi Ahmed Kidwai National Postal Academy (formerly Postal Staff College)
28. Research and Information System for Developing Countries - New Delhi
29. V.V. Giri National Labour Institute - NOIDA

Technical Courses

30. Central Fertilizer Quality Control & Training Institute - Faridabad
31. Central Institute of Rural Electrification - Hyderabad
32. Central Institute of Tool Design - Hyderabad
33. Central Scientific Instruments Organization - New Delhi
34. Fluid Control Research Institute - Kerala
35. Geological Survey of India- Training Institute, Hyderabad
36. Indian Institute of Production Management - Kansbahal, Orissa
37. Indian Institute of Remote Sensing - Dehradun
38. Indian Institute of Technology - Roorkee, Department of Hydrology
39. Indian Institute of Technology - Roorkee, Department of Water Resources
Development and Management
40. National Institute of Pharmaceutical Education & Research - SAS Nagar, Punjab
41. South India Textile Research Association - Coimbatore

Environment and Renewable Energy Courses

42. Alternate Hydro Energy Centre, Indian Institute of Technology, Roorkee
43. Barefoot College - Tilonia, Rajasthan
44. Centre for Wind Energy Technology - Chennai
45. Indian Institute of Science, Bangaluru
46. Solar Energy Centre, Gurgaon
47. TERI(The Energy & Resources Institute) - New Delhi

**GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS
INDIAN TECHNICAL AND ECONOMIC COOPERATION (ITEC) AND
SPECIAL COMMONWEALTH ASSISTANCE FOR AFRICA PROGRAMME (SCAAP)
(Application for the courses fully funded by the Ministry of External Affairs, Government of India)**

Please read instructions carefully before applying

APPLICATION FORM

3 x 4 cm

PART-I

Nationality: _____ Institute : _____	Name of Course: _____ Commencing : From _____ to _____ <small style="display: block; text-align: center;">DD/MM/YYYY DD/MM/YYYY</small>
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1. Personal Particulars

Name (s) :		
Surname :		
Sex (tick one):	MALE / FEMALE	
Marital Status		
Date of Birth:	_____ Date - Month - Year	
Passport No.:	Date & Place of issue :-	Valid till :-
Address:	Office	Residence
Tel Nos.		
Mobile/Cell :		
Fax :		
E-mail :		
Special dietary needs, if any :		

Person(s) to be notified in case of Emergency

	Official Contact	Personal / Family Contact
Name :		
Address:		
Tel Nos:		
Mobile /Cell :		
Fax:		
E-mail:		

Educational Qualification(s)

	Degree / Diploma / Certificates	Year	Name of Educational Institute
1			
2			
3			
4			
5			
6			

Professional Qualification(s), if any:

	Professional Qualification(s)	Year	Name of Institute
1			
2			
3			
4			
5			
6			

2. Details of Employment/Profession (current & previous)

	Name of Employer / Department / Company	Position	Period	Description of Work
1				
2				
3				
4				
5				
6				

Are you an employee of: (Mark appropriate box)

a. Government <input type="checkbox"/>	b. Semi-government/Parastatal <input type="checkbox"/>
c. Private company <input type="checkbox"/>	d. Others (Please specify)

Details of present employer :

Name :	
Address:	
Tel. No. :	
E-mail :	

3. Have you ever attended a course sponsored by the Government of India? (Mark one) **Yes** **No**

3.1 If answer to 3 is yes, details of the Course (s):

	Name of the Course (s)	Year
1		
2		
3		

4. Details of Course(s) attended, if any, outside your country:

Country	Course Details & Duration	Year	Sponsor/Programme

5. Please describe in your own words (about 100 words) - (a) qualification/experience related to the course applied for; & (b) reason (s) for applying for this training course.

6. Certification of English language proficiency (by Indian Mission/Designated Authority)

	Good	Basic	Remarks
Spoken			
Written			
Mother tongue / Native language: _____ / Other language(s), if any: _____			
English Language test administered by:			
Name :			
Address :			
Telephone Number:			
Email :			
_____ Signature with date			

MEDICAL REPORT

(To be certified by a doctor/hospital on the panel of the Indian Mission, UN Mission, if any or as designated by Indian Mission)

(i) Name of Applicant:		
(ii) Age:		
(iii) Sex: (Male / Female)		
(iv) Height (cm):		
(v) Weight (kg):		
(vi) Blood Group:		
(vii) Blood Pressure:		
(viii) Blood Sugar:	(Fasting)	(PP)

1. Is the person examined in good health at present ?	
2. Is the person examined physically and mentally able to carry out intensive training away from home?	
3. Is the person free of infectious diseases (tuberculosis, trachoma, skin diseases etc)? Yellow fever certificate (in case of people coming from that region or as laid out in WHO Regulations).	
4. Does the person examined has any medical condition or defect which might require treatment during the course ?	
5. List of any observed abnormalities indicated in the chest X ray.	

I certify that the applicant is medically fit to undertake a training course in India.

Name of Doctor/Physician: _____

Registration No.: _____

Address of Clinic / Hospital: _____

City / Town : _____

Telephone : _____

✉ mail. _____

Date: _____

Signature of Doctor/Physician: _____ Seal of Clinic/Hospital. _____

IMPORTANT NOTICE

- Please read the form carefully. The application will be automatically rejected if any column is *inaccurate, incomplete or blank*.
- Declaration by the candidate and the recommendations from employer, if any, are compulsory pre-requisites.
- Working knowledge of the English language is a pre-requisite. For English language and language related courses, basic knowledge of English is required.
- Candidates who leave the course midway for personal reasons without prior permission of the Ministry of External Affairs or remain absent from the programme without sufficient reasons are required to refund the cost of training and airfare to Government of India.
- Female candidates, if pregnant, are advised not to travel to India to attend the course applied for.

UNDERTAKING BY THE APPLICANT

I, _____
(Name, Middle name, Family name)

of (country) _____ certify that information provided by me in this form is true, complete and correct.

I also certify that :-

- (i) I have read the course brochure and that I am aware of the course contents and living conditions in India.*
- (ii) I have sufficient knowledge of English to participate in the training programme.
- (iii) I am medically fit to participate in the Course and have submitted a medical certificate from the designated doctor.
- (iv) I have not attended any programme previously sponsored by Government of India.
- (v) I have not applied for or am not required to attend any other training course/conference/meeting etc. during the period of the course applied for.

If accepted for the ITEC / SCAAP training programme, I undertake to:

- (a) Comply with the instructions and abide by Rules, Regulations and guidelines as may be stipulated by both the nominating and sponsoring Governments in respect of the training;
- (b) Follow the full and complete course of study or training and abide by the Rules of the University/Institution/ Establishment in which I undertake to study or undergo training;
- (c) Submit periodic assessments / tests conducted by the Institute (progress report which may be prescribed);
- (d) Refrain from engaging in political activity, or any form of employment for profit or gain;
- (e) Return to my home country at the end of the course of study or training;
- (f) I also fully undertake that if I am granted a training award, it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.
- (g) I confirm that I will not travel to India to attend the Course applied for in case I am pregnant - (for lady participants).

Date:

Place:

(SIGNATURE OF THE APPLICANT)

Name: _____

* Details of the course are on the website of the Institute or can be obtained from them by e-mail.

PART – II

To be completed by the authorized official of the Nominating Government/ Employer

I, _____ on behalf of the Government of _____ certify that:

(a) I have examined the educational, professional and other certificates quoted by the nominee in Part – I of this form and I am satisfied that they are authentic and relate to the nominee.

(b) I have gone through the medical certificates and X-ray reports produced by the nominee which state that he/she is medically fit and free from any infectious disease and Yellow Fever and that having regard to his/her physical and mental history there is no reason to indicate that the nominee is other than fit to undertake the journey to India and to undergo training in India.

(c) The nominee has adequate knowledge of spoken and written English to enable him/her to follow the course of training for which he/she is being nominated.

(d) The nominee has not availed of ITEC/SCAAP training facilities earlier in India.

I nominate Mr./Mrs./Miss _____ on behalf of the Government of _____ as employer.

Name of Nominating Authority: _____

Designation: _____

Address: _____

Signature
(With seal)

Name and Designation
(in block letters)

Date :

Place :

For official use only**Verification by Mission**

Name of the Country : _____
 Name of the Nominee: _____
 Designation: _____
 Present Assignment: _____
 Employer/Department: _____
 Address: _____
 Name of Institute : _____
 Name of the Course : _____
 Dates and Duration : From _____ to _____
 Weeks/Months/Yr

Certified that the nominee has been interviewed by HOM / India based dealing officer and found eligible to undertake the course. Also certified that the nominee has not availed of training facilities under ITEC/SCAAP earlier.

Remarks (if any):

Signature
Name & Designation of
Officer dealing with ITEC/SCAAP
 in Indian Mission

Recommendation by HOM

I hereby recommend Mr. /Mrs. / Ms. _____
 for the course under ITEC/SCAAP Programme

Signature of HOM / CDA

Seal / Stamp

DATE :

STATION :

It is the responsibility of the Indian Mission to ensure that (i) One copy of the form, duly completed in all respects, is forwarded to DPA-II Division, (ii) The form should reach DPA-II Division, Ministry of External Affairs **at least three months** before commencement of the course (applications received after the deadline will not be accepted).

Ministry of External Affairs
Government of India
New Delhi

About Indian Technical and Economic Cooperation (ITEC)

- The Indian Technical and Economic Cooperation (ITEC) Programme was instituted in 1964 as a bilateral programme of assistance of the Government of India.
- The ITEC Programme has been envisaged essentially as a bilateral programme. The ITEC Programme, fully-funded by the Government of India, has evolved and grown over the years. Under ITEC Programme, 158 countries in Asia, East Europe (including former USSR), Central Asia, Africa, Latin America, the Caribbean as well as Pacific and Small Island countries are invited to share in the Indian developmental experience in various fields. Over the years, the technical and economic assistance programme of Ministry of External Affairs has generated immense goodwill and substantive cooperation among the developing countries.
- Training or capacity building is one of the major activities under ITEC. The professionals and people from developing countries are offered unique training courses, both civilian and defence, in different centres of excellence in India which empower them with not just professional skills, but prepare them for an increasingly globalized world.

(a) Civilian Training Programme: It is fully sponsored by the Government of India. 42 institutions conduct around 200 short-term, medium-term and long-term courses every year. The training programme is demand-driven and subjects selected are of interest to developing countries for their working professionals on a wide and diverse range of skills and disciplines. The courses have been divided into seven broad categories for easy identification. Government Courses, IT and Telecommunication, Management, SME/Rural Development, Specialized Courses, Technical Courses, Environment and Renewable Energy Courses. The most sought after courses are in the field of Information Technology and Linguistics (English). Training is imparted to Government officials in areas such as Finance & Accounts, Audit, Banking, Education Planning & Administration, Parliamentary Studies, Crime Records, Management, Environment, etc. Every year, around 5000 slots are allocated to ITEC partner countries to attend the various civilian training courses in India. An encouraging trend of senior level participants from within and outside Government joining ITEC courses has been noticed—a clear affirmation that ITEC courses have come to be recognized as useful tools for capacity building, empowerment and upgrading of skills.

ITEC is the flagship programme of the Indian Government's technical cooperation effort, not only because of its magnitude and wide geographical coverage but also for innovative forms of technical cooperation in which it has assisted. It is about cooperation and partnership for mutual benefit. It is response-oriented and addresses the needs of developing countries. Thus, the ITEC Programme constitutes an integral part of India's South-South Cooperation effort which has been a traditional pillar of the country's foreign policy and diplomacy.
